

Quick-Start User's Guide

<http://signalswarfare.monmouth.army.mil>

SigWarNet is an unclassified, web-based, enterprise-level project and resource collaboration tool for the management of the Project Manager Signals Warfare portfolio of systems. It provides a centralized and customizable view of all aspects of contract information. SigWarNet is a secure, web-based system that can be accessed any time and any place an Internet connection is available.

Who uses SigWarNet? Authorized SigWarNet personnel include: project managers, coordinators, customers, employees, subcontractors, and support staff.

This guide provides instructions on how to use SigWarNet.

What's Available in SigWarNet

- Calendars & Schedules
- Tasking / Action Items
- SAR / SigActs
- Travel Itineraries
- Personnel Roster
- Help Desk Ticket System
- Announcements & News
- IPT Working Groups
- Document Collaboration
- Document Version Control
- Document Repository
- Keyword Searching
- Open Source Intelligence
- Information Assurance Docs

Login to SigWarNet

1. From a web browser go to:
<http://signalswarfare.monmouth.army.mil>
2. Enter your username and password.

Change Your Password

Please change your password the first time you login.

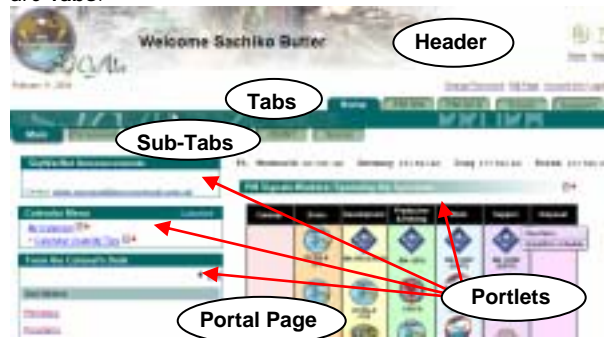
1. Click the Change Password link on the upper-right.
2. Enter your old password.
3. Enter your new password twice.

Use a combination of at least 6 lower and upper case letters, numbers, and symbols to create your password.

Getting Around In SigWarNet

The SigWarNet screen has 3 primary areas:

The upper part of the screen is the **Header** area. It shows who is logged in, the date, the SigWarNet logo, change password link, edit page link, account info link, home, help and logout. This part of the screen stays the same. Below this are **Tabs**.



Each tab represents a different **top-level portal area** in SigWarNet that is available to you. Beneath the tabs are the **sub-tabs** associated with that area. When you click on a tab and then a sub-tab, you will be redirected to a specific **portal page** or workspace. For example, if you want to view a tutorial on how to use SigWarNet, just click the tab labeled **Support** and SigWarNet will update to provide you with a workspace for viewing tutorials.

Most portal pages are divided into subsections called **portlets**. Portlets represent different functional areas of each workspace. For example, *SigWarNet Announcements* and *Search* are each contained in their respective portlets.

Document Collaboration

You can add and share documents in any portlet with an **Edit** link. To **Add Collaboration Documents**:

1. Click **Edit**.
2. Click **Add item**.
3. Select Collaboration Document. Item Type: Collaboration Document
4. Click **Item >**.
5. Click the radio button beside the region where you want the item to appear; usually this should be: **Regular Item**.
6. For **File Name**, Click **Browse** to find your file.
7. For **Display Name**, enter the name you want displayed.
8. Enter a detailed description of the file. This will help other users locate the file during a search.

9. You may enter a date on which you want the collaboration document to become visible to others:
Publish Date: 01-10-2004 (DD-MON-YYYY)
10. Choose whether the file is always visible, is up for only for a few days, or schedule the file to expire on a certain date.
☒ Never Expires
☐ Expires In: [] Days
☐ Expires On: [] (DD-MON-YYYY)
11. Click **Next**.
12. You can set the document's secondary attributes. A detailed description of this is in the **SigWarNet User's Guide**.
13. Click **Finish**.

Once it's uploaded, other members of your IPT can comment.

Note: The following symbols may appear next to a filename, depending on your privileges with regards to that file:

- Edit - Once you make changes to document, use edit to *Add Item As New Version* or *Overwrite Current Version*
- Delete
- Indicates the file has been uploaded in the last 7 days
- Property Sheet: - displays the file's attributes
- Collaborate - lets you add comments

Announcements

You can **Add a Text Announcement** to a portlet which will appear centered at the top of the portlet:

1. Click **Add item**.
2. From the drop-down menu select **Item Type** **Text**.
3. In the **Primary Attributes** section, type your announcement in the Text box and enter a Display Name. Below that, choose when the announcement should be published or expire.
4. Click **Finish**.

Tasking / Action Items

You can **Add Action Items** and **Assign Tasks** in the **Action Items** portlet.



1. In the **Action Items** portlet click **Add**.
2. The **Add Action Item** form will appear.
3. Enter a title for the Action, provide Details, and select a Point of Contact, Due Date, Status, Priority, and Category.
4. Click **Submit**. Note that the most recent Action Item will appear at the top of the Action Items list unless you sort the view using the small triangles in the column headers.

Adding Comments to Action Items

You can **add a comment** to an action item. To do this:



1. In the *Action Items* display, choose an action to respond to.
2. Click in the Comments column.
3. Enter your comment in the pop-up form.
4. Click

Scheduling

You can schedule meetings with other **SigWarNet** users by adding an event to your *Group Calendar*.

To Add an Event:

1. Go to the *Calendar* portlet.
2. Click on **My Calendar**. Your personalized calendar view will appear, showing all events from all the calendars you are subscribed to. (To view a single Group Calendar, click on the group name at the top of the page, for example: ACS_M&S.)



3. Click the sign in the date you want to schedule an event.
4. The *Add Calendar Event* form will appear.
5. Select the Group the event should appear under from the drop down list.
6. Enter an Event Beginning and End Date, either by typing in the date, or by using the date selector .
7. Enter Event Time using Military Format (24 hour clock).
8. Enter Subject, Location, POC, Attendees and any Notes.
9. Click .

Invited individuals will be notified via email of the event. The email contains links allowing them to accept or decline the meeting invitation. Responses can be viewed by clicking on the event.

Keyword Searching

To search, go to the *Search* portlet and enter a keyword or words, and click .



The *Search Results Page* will appear with a list of all documents containing the keyword you entered in the document's title or description, or in the keywords listed by the document originator when uploading the document to SigWarNet.



Support

You can access support in **SigWarNet** by clicking the tab. In the *Support* portal page you can:

- Generate a Help Desk Request for the *PM SW LAN Team*
- Call for Help / Create Ticket for the *SigWarNet Support Team*
- Make an Enhancement Recommendation or report a Design Bug via a Ticket to the *SigWarNet Development Team*
- View Online Tutorials at the convenience of your desk
- View the latest version of the SigWarNet User's Guide

New User Accounts & Training

If you do not have a **SigWarNet** account, and need one established, please complete all areas in the *Account Request Form* found at <http://signalswarfare.monmouth.army.mil> and fax it to the PM SW Security Manager. You will receive your account and login information via email. If you have forgotten your password or are experiencing problems, please contact the SigWarNet Help Desk.

SigWarNet Help Desk **732-427-1866**
Admin.SigWarNet@IEWS.monmouth.army.mil

For information about **SigWarNet** training, call or email Sachiko Butler.

Training **732-578-2789**
sabutler@caci.com

The SigWarNet Development, Help and Training Teams welcome your comments, questions, recommendations and enhancement requests!!

Quick Reference Guide

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<http://signalswarfare.monmouth.army.mil>

Knowledge Management Applications Team